

Harris County Employee Training Conference

Wednesday, October 1, 2008

◆ For Managers/Supervisors Only

↓ Class continues after break

 Distance Learning

	HR & ADMINISTRATIVE COMPLIANCE EFFECTIVENESS	ORGANIZATIONAL EFFECTIVENESS	PROFESSIONAL EFFECTIVENESS I	PROFESSIONAL EFFECTIVENESS II	PROFESSIONAL EFFECTIVENESS III	FINANCE	SAFETY EFFECTIVENESS	BENEFITS & WELLNESS EFFECTIVENESS
7:30								
8:00 – 9:30	Legal Issues Regarding Workplace Diversity ◆ (J. Aldis)	Team Building (R. Lewis) ↓	Projecting Professionalism – Business Boundaries (T. Mitchell)	Conflict Management (A. Castro)	Secrets to Developing 7 Key Relationships At Work (S. Gaddis) CLASS FULL	Social Security and You (E. Hermsen)	Defensive Driving (B. Bush, J. Glover) CLASS FULL ↓	Cut The Junk (S. Acosta)
9:30 – 10:00	Break + Exhibits							
10:00 – 11:30	Accounts Payable: Practical Tips For Paying Invoices (R. James, V. Cash, D. Ferraro, P. Stokes, T. Smith)	Team Building (cont'd.)	Creative Thinking (A. Castro)	You Can't Push My Buttons! (T. Mitchell)	Super-Stressed! Techniques for Fighting What's Fighting You (S. Gaddis) CLASS FULL	Wills, Probate, and Trusts (County Attorney's Office) CLASS FULL	Defensive Driving (cont'd.) ↓	The ABC's Of Life Management (J. Power)
11:30 – 12:45	Lunch + Exhibits							
1:00 – 2:30	Employment Strategies for Supervisors: Conducting Internal Investigations ◆ (E. Begle) CLASS FULL	Leadership In Action ◆ (W. Natemeyer) ↓	NIMS 100, 200, 700, 800) (OEM) ↓	Listening In Layers: How To Master The Art of Listening (S. Gaddis) CLASS FULL	Assertiveness for Leaders ◆ (A. Castro)	Post Retirement Benefits (R. Vincent) CLASS FULL	Defensive Driving (cont'd.) ↓	Diabetes: Meters, Meds and More – Oh My! (F. Minor & B. Neleigh)
2:30 – 3:00	Break + Exhibits							
3:00 – 4:30	Employment Strategies for Supervisors: Conducting Internal Investigations (conclusion)	Leadership in Action (conclusion)	NIMS 100, 200, 700, 800) (conclusion)	40 Hours: Invest In Yourself (A. Castro)	How To Be Happier! (S. Gaddis) CLASS FULL	Retirement Planning Overview (T. Krause) CLASS FULL	Defensive Driving (conclusion)	Seasonal Allergies and Asthma (Allergy & Asthma Associates)
5:00				Conference Closes				